

BOOK DISPATCH NO. 135

VIA AIR

DATE _____

TO : Chiefs of Class A Stations and Bases CONFIDENTIAL

FROM : Finance Division

SUBJECT: GENERAL = Administrative
SPECIFIC = Quarterly Earnings Records and Transfer
Authorizations

REFERENCE: Procedure for Payrolling of WAE Contract Employees who are
under Official Cover at Class A Stations - March 1956

ACTION REQUIRED: Submission of T/A's covering the fourth quarter tax
liability, Schedule of Salaries Paid to WAE Contract
Employees, and copies of related W-2's.

1. It is requested that every effort be made to transmit T/A's
covering the fourth calendar quarter tax liability supported by the
Schedule of Salaries Paid to WAE Contract Employees, and Headquarters'
copies of related W-2 forms, not later than 15 December 1956.

2. Headquarters is forwarding by separate pouch a supply of W-2's
to be used with respect to those employees who have not terminated or
transferred from your station as of the close of business 1 December 1956.

3. It is to be noted that the W-2's are in six (6) part paper and
that the [redacted] 25X1
[redacted] this change is being prepared.

4. Distribution of copies is to be made as follows:

Copy A - To Headquarters for Director, Internal Revenue
Copy B - To employee for support of Federal Tax Return
Copy C - To employee for retention
Copy D - To employee for support of State Tax Return, if applicable
Copy E - Field stations and bases may destroy
Copy F - To Headquarters for retention

5. W-2 Forms identifying [redacted] the employer are not to be issued
for those employees who have terminated or transferred prior to the end of
the payroll year, i.e., as of the close of business 1 December 1956. 25X1

6. It is specifically requested that the [redacted] indicator be used
when pouching the T/A's, Schedules of Salaries Paid to WAE Contract
Employees, and related W-2's, as referred to in item 2 above. 25X1

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CONFIDENTIAL

By: [redacted]

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7. The problem of meeting deadline requirements established by Federal, State and municipal taxing authorities is a major undertaking at Headquarters because of pouch time and the necessity to prepare appropriate reports and supporting documentation which must agree with payroll earnings and tax deductions, as recorded and reported for the calendar year 1956. Inability or failure to meet those deadlines creates security risks which must be avoided to the fullest possible extent.

8. Your utmost cooperation in this regard is requested to the extent that priority should be given to this matter over the actual submission of monthly financial statements.

25X1

Distribution:

- 3 - Field Station
- 2 - Area Division
- 1 - OGC
- 1 - OP
- 1 - CS
- 1 - Cover
- 1 - TAS
- 2 - FD

FD/LBB/ADD:nf (30 October 1956)

25X1